

To: Portillos, Christine[Portillos.Christine@epa.gov]
From: Nelson, Shawna
Sent: Tue 8/11/2015 4:26:03 PM
Subject: RE: Travel FCO for Gold King Mine Response

Hi Sweetness,

Ok, so I need some help. I'll try to explain this so it makes sense!

Wendy Thomi was in travel status to Denver last week TA being split funded by Denver and Montana. She was on personal time over the weekend but got pulled in by Lisa Vanderpool McCain to help with Community Involvement so she worked overtime Friday night, Saturday and Sunday. She was in the Denver office and was not deployed. She was staying with Lisa so there would be no lodging cost just per diem. I assume there is a special account that is being used for travel and time keeping. I just want to make sure what I'm doing before I prepare her voucher and have her change her timesheet for last pay period. So, here's my questions.

- 1) Will I have to amend her TA to add the special accounting for her weekend hours to match her timesheet?
- 2) Should she fill out a request for overtime authorization or is that being waived?
- 3) Plus, if there is a special account being used is Cincinnati attaching it to the TA's and are you adding the account to People Plus?

Thanks so much for your help! I'm sure things are crazy for you right now.

Loves!!

Shawna Nelson

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From: Bielenberg, Ben

Sent: Monday, August 10, 2015 2:56 PM

To: Rule, Maryann; Easley, Jackie; Veasley, Sheila; Clevenger, Debra; Wilborn, Kendra; Nelson, Shawna; Botkin, Trish

Cc: Portillos, Christine; Poetter, Joe; Werner, Phillip

Subject: Travel FCO for Gold King Mine Response

Importance: High

All,

Christine will be funding all TA's associated with the Gold King Mine response so we can track personnel and travel costs. If a request comes to you, please contact Christine. She is currently deployed so please email her.

Thanks,

Ben

Ben Bielenberg

Director, Comptroller

Fiscal Management and Planning Program

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